



# County of Erie

MARK C. POLONCARZ  
COUNTY EXECUTIVE

## DEPARTMENT OF HEALTH

### Job Posting: Medical Care Administrator

Location: Buffalo, NY

Department: Erie County Department of Health

Union/Non-Union: Union

Salary: \$49,113

Status: Full Time

#### Job Description:

The Erie County Department of Health is seeking a Medical Care Administrator to work as part of the management team. The work involves grant writing, planning and analysis, and writing formal reports utilizing public health data in the operation of County-wide Public Health Programs.

Minimum qualifications include: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one of the following; either:

- A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Master's degree in Public or Business Administration, Hospital or Health Facilities Administration, Nursing or Medical Care Administration and four (4) years of professional or administrative public health experience, at least two (2) years in the administration, planning or analysis of public health programs; or:
- B) Five years of Professional or administrative public health experience, at least two (2) years in the administration, planning or analysis of public health programs. The successful candidate will possess good planning, organizational skills and written and oral communication skills. Possession of a NYS driver's license and a car available for use is necessary.

Please send resume and credentials to:

Michael Kubik  
Assistant Director - Administration  
Erie County Department of Health  
95 Franklin Street, 9th Floor  
Buffalo, NY 14202  
[michael.kubik@erie.gov](mailto:michael.kubik@erie.gov)